

Arlington School Committee Regular Meeting
Wednesday, November 12, 2014
5:30 PM

Policies & Procedures Subcommittee
Arlington High School 869 Mass Avenue, 6th
Floor Arlington, MA 02476

Opening Remarks

Open Meeting

Public Participation

EBCD, EBCB, EB File changes for First Read

- *EBCD: change “them” to “schools” in first sentence. Changed “principal” to “principles” in second paragraph. Eliminate last sentence of the policy beginning with “when schools are closed...”*

EBCB: eliminate the sentence after (3) and replace with: “The district will follow current state regulations on the frequency of fire drills.”

EB: eliminate “JLI, Student Safety” under Cross Refs. And eliminate the last sentence of the policy and replace with “To ensure a district-wide standard of safety procedures, every member of the faculty and staff will be provided a copy of the district’s Crisis, Communication and Management Plan.”

Continued Review of Files:

- *FILES BEDB Agenda Format, JF School Admissions, GBGB Staff Personal Security and Safety, EBCC Bomb Threats, EBC Emergency Plans)*
- *Review current policy, FILE DJE and DJA, to ensure accommodation with recommended changes in Bid Law (MGL Ch. 30B)*
- *Discussion of Domestic Violence Leave Act passed in August 2014*
- *Discussion of Student Discipline Policies JH, JIC, JII, JK and*
- *Review MASC recommended changes in light of the passage of MGL Ch. 222.*

Adjournment

Judson Pierce, Chair of the Policies & Procedures Subcommittee

**The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

***Stated times and time amounts (listed in parenthesis) are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.*

Submitted by: Bill Hayner, Chair, Arlington School Committee



Town of Arlington, Massachusetts

Public Participation



Town of Arlington, Massachusetts

EBCD, EBCB, EB File changes for First Read

Summary:

- EBCD: change “them” to “schools” in first sentence. Changed “principal” to “principles” in second paragraph. Eliminate last sentence of the policy beginning with “when schools are closed...”

EBCB: eliminate the sentence after (3) and replace with: “The district will follow current state regulations on the frequency of fire drills.”

EB: eliminate “JLI, Student Safety” under Cross Refs. And eliminate the last sentence of the policy and replace with “To ensure a district-wide standard of safety procedures, every member of the faculty and staff will be provided a copy of the district’s Crisis, Communication and Management Plan.”



Town of Arlington, Massachusetts

Continued Review of Files from last meeting:

Summary:

- FILES BEDB Agenda Format, JF School Admissions, GBGB Staff Personal Security and Safety, EBCC Bomb Threats, EBC Emergency Plans)
- Review current policy, FILE DJE and DJA, to ensure accommodation with recommended changes in Bid Law (MGL Ch. 30B)
- Discussion of Domestic Violence Leave Act passed in August 2014
Discussion of Student Discipline Policies JH, JIC, JII, JK and
- Review MASC recommended changes in light of the passage of MGL Ch. 222.

ATTACHMENTS:

Type	Description
Backup Material	ADDA
Backup Material	DJA Purchasing
Backup Material	DJE Bidding
Backup Material	Additional documents for review
Backup Material	JIC
Backup Material	JK Discipline
Backup Material	First Read with changes of EB EBC, EBCB EBCC, EBCD, GBGB,
Backup Material	novus agenda material doc
Backup Material	ADD DOCS

BACKGROUND CHECKS

It shall be the policy of the school district that, as required by law, a state and national fingerprint criminal background check to determine the suitability of full or part time current and prospective school employees, who may have direct and unmonitored contact with children. School employees shall include, but not be limited to any apprentice, intern, or student teacher or individuals in similar positions, who may have direct and unmonitored contact with children. The school committee shall only obtain a fingerprint background check for current and prospective employees for whom the school committee has direct hiring authority. In the case of an individual directly hired by a school committee, the chair of the school committee shall review the results of the national criminal history check. The superintendent shall also obtain a state and national fingerprint background check for any individual, who regularly provides school related transportation to children. The school committee, superintendent or principal as appropriate may obtain a state and national fingerprint criminal background check for any volunteer, subcontractor or laborer commissioned by the school committee, school or employed by the city or town to perform work on school grounds, who may have direct and unmonitored contact with children. School volunteers and subcontractors/laborers who may have direct and unmonitored contact with children must continue to submit state CORI checks.

The fee charged by the provider to the employee and educator for national fingerprint background checks will be \$55.00 for school employees subject to licensure by DESE and \$35.00 for other employees, which fee may from time to time be adjusted by the appropriate agency. The employer shall continue to obtain periodically, but not less than every 3 years, from the department of criminal justice information services all available criminal offender record information (CORI) for any current and prospective employee or volunteer within the school district who may have direct and unmonitored contact with children.

Direct and unmonitored contact with children is defined in DESE regulations as contact with a student when no other employee who has received a suitability determination by the school or district is present. "Contact" refers to any contact with a student that provides the individual with opportunity for physical touch or personal communication.

This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for licensing or employment purposes. Where such checks are allowable by law, the following practices and procedures will be followed.

Requesting CHRI checks

Fingerprint-based CHRI checks will only be conducted as authorized by state and federal law, in accordance with all applicable state and federal rules and regulations. If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, he/she shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment.

Access to CHRI

All CHRI is subject to strict state and federal rules and regulations in addition to Massachusetts CORI laws and regulations. CHRI cannot be shared with any unauthorized entity for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the Massachusetts Department of Criminal Justice Information Services (DCJIS) and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Federal law and regulations provide that the exchange of records and information is subject to cancellation if dissemination is made outside of the receiving entity or related entities. Furthermore, an entity can be charged criminally for the unauthorized disclosure of CHRI.

Storage of CHRI

CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which are in compliance with the most recent CJIS Security Policy have been implemented to ensure the security and confidentiality of CHRI. Each individual involved in the handling of CHRI is to familiarize himself/herself with these safeguards.

In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage, retention and destruction of CHRI.

Retention and Destruction of CHRI

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once an individual's CHRI is received, it will be securely retained in internal agency documents for the following purposes *only*:

- Historical reference and/or comparison with future CHRI requests,
- Dispute of the accuracy of the record
- Evidence for any subsequent proceedings based on information contained in the CHRI.

CHRI will be kept for the above purposes in a secure location in the office of the superintendent. When no longer needed, CHRI and any summary of CHRI data must be destroyed by shredding paper copies and/or by deleting all electronic copies from the electronic storage location, including any backup copies or files. The shredding of paper copies of CHRI by an outside vendor must be supervised by an employee of the district.

CHRI Training

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI at the district will review and become familiar with the educational and relevant training materials regarding SAFIS and CHRI laws and regulations made available by the appropriate agencies, including the DCJIS.

Determining Suitability

In determining an individual's suitability, the following factors will be considered: these factors may include, but not necessarily be limited to: the nature and gravity of the crime and the underlying conduct, the time that has passed since the offense, conviction and/or completion of the sentence, nature of the position held or sought, age of the individual at the time of the offense, number of offenses, any relevant evidence of rehabilitation or lack thereof and any other factors deemed relevant by the district. A record of the suitability determination will be retained. The following information will be included in the determination:

- The name and date of birth of the employee or applicant;
- The date on which the school employer received the national criminal history check results; and,
- The suitability determination (either "suitable" or "unsuitable").

A copy of an individual's suitability determination documentation must be provided to another school employer, or to the individual, upon request of the individual for whom the school employer conducted a suitability determination.

Relying on Previous Suitability Determination.

The school employer may obtain and may rely on a favorable suitability determination from a prior employer, if the following criteria are met:

- The suitability determination was made within the last seven years; and

- The individual has not resided outside of Massachusetts for any period longer than three years since the suitability determination was made; and either

- The individual has been employed continuously for one or more school employers or has gaps totaling no more than two years in his or her employment for school employers; or

- If the individual works as a substitute employee, the individual is still deemed suitable for employment by the school employer who made a favorable suitability determination. Upon request of another school employer, the initial school employer shall provide documentation that the individual is still deemed suitable for employment by the initial school employer.

Adverse Decisions Based on CHRI

If inclined to make an adverse decision based on an individual's CHRI, the district will take the following steps prior to making a final adverse determination:

- Provide the individual with a copy of his/her CHRI used in making the adverse decision;
- Provide the individual with a copy of this CHRI Policy;
- Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI;

and

- Provide the individual with information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time depending on the particular circumstances not to exceed thirty days to correct or complete the CHRI.

Secondary Dissemination of CHRI

If an individual's CHRI is released to another authorized entity, a record of that dissemination must be made in the secondary dissemination log. The secondary dissemination log is subject to audit by the DCJIS and the FBI.

The following information will be recorded in the log:

- Subject Name;
- Subject Date of Birth;
- Date and Time of the dissemination;
- Name of the individual to whom the information was provided;
- Name of the agency for which the requestor works;
- Contact information for the requestor; and
- The specific reason for the request.

Reporting to Commissioner of Elementary and Secondary Education

Pursuant to state law and regulation, if the district dismisses, declines to renew the employment of, obtains the resignation of, or declines to hire a licensed educator or an applicant for a Massachusetts educator license because of information discovered through a state or national criminal record check, the district shall report such decision or action to the Commissioner of Elementary and Secondary Education in writing within 30 days of the employer action or educator resignation. The report shall be in a form requested by the Department and shall include the reason for the action or resignation as well as a copy of the criminal record checks results. The superintendent shall notify the employee or applicant that it has made a report pursuant to the regulations to the Commissioner.

Pursuant to state law and regulation, if the district discovers information from a state or national criminal record check about a licensed educator or an applicant for a Massachusetts educator license that implicates grounds for license action pursuant to regulations, the superintendent shall report to the Commissioner in writing within 30 days of the discovery, regardless of whether the district retains or hires the educator as an employee. The report must include a copy of the criminal record check results. The school employer shall notify the employee or applicant that it has made a report pursuant to regulations to the Commissioner and shall also send a copy of the criminal record check results to the employee or applicant.

C.O.R.I. REQUIREMENTS

It shall be the policy of the district to obtain all available Criminal Offender Record Information (CORI) from the department of criminal justice information services of prospective employee(s) or volunteer(s) of the school department including any individual who regularly provides school related transportation to children, who may have direct and unmonitored contact with children, prior to hiring the employee(s) or to accepting any person as a volunteer. State law requires that school districts obtain CORI data for employees of taxicab companies that have contracted with the schools to provide transportation to pupils.

The Superintendent, Principal, or their certified designees shall periodically, but not less than every three years, obtain all available Criminal Offender Record Information from the department of criminal justice informational services on all employees, individuals who regularly provide school related transportation to children, including taxicab company employees, and volunteers who may have direct and unmonitored contact with children, during their term of employment or volunteer service.

The Superintendent, Principal, or their certified designees may also have access to Criminal Offender Record Information for any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with children, and shall notify them of this requirement and comply with the appropriate provisions of this policy.

Pursuant to a Department of Education regulation, “‘Direct and unmonitored contact with children’ means contact with students when no other employee, for whom the employer has made a suitability determination of the school or district, is present. “Contact” refers to any contact with a student that provides the individual with opportunity for physical touch or personal communication. The school employer may determine when there is potential for direct and unmonitored contact with children by assessing the circumstances and specific factors including but not limited to, whether the individual will be working in proximity with students, the amount of time the individual will spend on school grounds, and whether the individual will be working independently or with others. An individual shall not be considered to have the potential for direct and unmonitored contact with children if he or she has only the potential for incidental unsupervised contact in commonly used areas of the school grounds.”

In accordance with state law, all current and prospective employees, volunteers, and persons regularly providing school related transportation to children of the school district shall sign an acknowledgement form authorizing receipt by the district of all available CORI data from the department of criminal justice information services. In the event that a current employee has a question concerning the signing of the acknowledgement form, he/she may meet with the Principal or Superintendent; however, failure to sign the CORI acknowledgement form may result in a referral to local counsel for appropriate action. Completed acknowledgement forms must be kept in secure files. The School Committee, Superintendent, Principals or their designees certified to obtain information under the policy, shall prohibit the dissemination of school information for any purpose other than to further the protection of school children.

CORI is not subject to the public records law and must be kept in a secure location, separate from personnel files and may be retained for not more than three years. CORI shall be shared with the individual to whom it pertains, pursuant to law, regulation and the following model policy, and in the event of an inaccurate report the individual should contact the department of criminal justice informational services.

Access to CORI material must be restricted to those individuals certified to receive such information. In the case of prospective employees or volunteers, CORI material should be obtained only where the Superintendent had determined that the applicant is qualified and may forthwith be recommended for employment or volunteer duties.

The hiring authority, subject to applicable law and the model policy, reserves the exclusive right concerning any employment decision.

The Superintendent shall ensure that on the application for employment and/or volunteer form there shall be a statement that as a condition of the employment or volunteer service the school district is required by law to obtain Criminal Offender Record Information for any employee, individual who regularly provides transportation, or volunteer who may have direct and unmonitored contact with children. Current employees, persons regularly providing school related transportation, and volunteers shall also be informed in writing by the Superintendent prior to the periodic obtaining of their Criminal Offender Record Information.

The Superintendent shall amend employment applications to include questions concerning criminal records which the Massachusetts Commission against Discrimination has determined may be legally asked of prospective employees. Any employment application which seeks information concerning prior arrests or convictions of the applicant shall include the following statement: "An applicant for employment with a sealed record on file with the commission of probation may answer 'no record' with respect to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer 'no record' with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of service which did not result in a compliant transferred to the superior court for criminal prosecution."

Records sealed pursuant to law shall not operate to disqualify a person in any examination, appointment or application for public service on behalf of the Commonwealth or any political subdivision thereof.

The Superintendent shall revise contracts with special education schools and other providers to require a signed statement that the provider has met all legal requirements of the state where it is located relative to criminal background checks for employees and others having direct and unmonitored contact with children.

LEGAL REFS.: M.G.L.6:167-178; 15D:7-8; 71:38R, 151B, 276:100A

P.L. 92-544; Title 28 U.S.C. § 534; Title 28 C.F.R. 20.33(b)

42 U.S.C. § 16962

603 CMR 51.00

803 CMR 2.00

803 CMR 3.05 (Chapter 149 of the Acts of 2004)

[FBI Criminal Justice Information Services Security Policy
Procedure for correcting a criminal record](#)

[FAQ – Background Checks](#)

Approved and Adopted by the Arlington School Committee , June 26, 2014

SOURCE: MASC 2014

NOTE: The Department of Criminal Justice Information Services (DCJIS) has adopted regulations requiring that it maintain a model CORI policy and that any written policy must meet the minimum standards as found in the model. Therefore, MASC recommends that school districts retain both the school district specific policy incorporated here and the DCJIS model policy attached as ADDA-R.

DCJIS MODEL CORI POLICY

This policy is applicable to the criminal history screening of prospective and current employees, subcontractors, volunteers and interns, and professional licensing applicants.

Where Criminal Offender Record Information (CORI) and other criminal history checks may be part of a general background check for employment, volunteer work, licensing purposes, the following practices and procedures will be followed.

CONDUCTING CORI SCREENING

CORI checks will only be conducted as authorized by the DCJIS, state law, and regulation, and only after a CORI Acknowledgement Form has been completed.

If a new CORI check is to be made on a subject within a year of his/her signing of the CORI Acknowledgement Form, the subject shall be given seventy two (72) hours notice that a new CORI check will be conducted.

ACCESS TO CORI

All CORI obtained from the DCJIS is confidential, and access to the information must be limited to those individuals who have a "need to know". This may include, but not be limited to, hiring managers, staff submitting the CORI requests, and staff charged with processing job applications. The district must maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list must be updated every six (6) months and is subject to inspection upon request by the DCJIS at any time.

CORI TRAINING

An informed review of a criminal record requires training. Accordingly. All district personnel authorized to review or access CORI will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

USE OF CRIMINAL HISTORY IN BACKGROUND SCREENING

CORI used for employment purposes shall only be accessed for applicants who are otherwise qualified for the position for which they have applied.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.

VERIFYING A SUBJECT'S IDENTITY

If a criminal record is received from the DCJIS, the information is to be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant.

If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant.

INQUIRING ABOUT CRIMINAL HISTORY

In connection with any decision regarding employment, volunteer opportunities, or professional licensing, the subject shall be provided with a copy of the criminal history record, whether obtained from the DCJIS or from any other source, prior to questioning the subject about his or her criminal history. The source(s) of the criminal history record is also to be disclosed to the subject.

DETERMINING SUITABILITY

If a determination is made, based on the verification of identity information as provided in this policy, that the criminal record belongs to the subject, and the subject does not dispute the record's accuracy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to, the following:

- (a) Relevance of the record to the position sought;
- (b) The nature of the work to be performed;
- (c) Time since the conviction;
- (d) Age of the candidate at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the applicant has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof; and
- (i) Any other relevant information, including information submitted by the candidate or requested by the organization.

The applicant is to be notified of the decision and the basis for it in a timely manner.

ADVERSE DECISIONS BASED ON CORI

If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately. The subject shall be provided with a copy of the organization's CORI policy and a copy of the criminal history. The source(s) of the criminal history will also be revealed. The subject will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided a copy of DCJIS' *Information Concerning the Process for Correcting a Criminal Record*.

SECONDARY DISSEMINATION LOGS

All CORI obtained from the DCJIS is confidential and can only be disseminated as authorized by law and regulation. A central secondary dissemination log shall be used to record any dissemination of Cori outside this organization, including dissemination at the request of the subject.

3 of 3

Approved and Adopted by the Arlington School Committee , June 26, 2014

Arlington Public Schools

PURCHASING AUTHORITY

The Town Manager Act of Arlington states:

“The town manager shall purchase all supplies and materials and equipment, except educational supplies, and books for schools, and books for libraries. He shall make purchases for departments not under his supervision only in accordance with requisitions duly signed by the heads of such departments. The town manager may delegate such purchasing power. Except as otherwise herein provided, he shall award all contracts for all departments of the town.”

Purchasing of school supplies and materials shall be performed by the Chief Financial Officer in conformance with requirements of state and local regulations, and the procedures developed by the Superintendent or designee, and approved by the School Committee.

LEGAL REF.: M.G.L. 30B
Town Manager Act, Sec. 15(h)

CROSS REF.: DGA, Authorized Signatures
Other DJ subcodes (all relate to purchasing)

BIDDING REQUIREMENTS

All purchases of materials and equipment and all contracts for construction or maintenance in amounts exceeding \$25,000 will be based upon competitive bidding.

An effort will be made to procure multiple bids for all purchases in excess of \$25,000. When recommending acceptance of a bid, the Superintendent will inform the School Committee whenever possible of the competitive price a reasonable substitute for the item specified.

When bidding procedures are used, bids will be advertised appropriately. Suppliers will be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids will be submitted in sealed envelopes, addressed to the Superintendent and plainly marked with the name of the bid and the time of the bid opening. Bids will be opened in public at the time specified, and all bidders will be invited to be present.

The Committee reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the school system. The Committee reserves the right to waive any informality in, or reject, any or all bids or any part of any bid. Any bid maybe withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening.

The bidder to whom an award is made may be required to enter into a written contract with the school system.

LEGAL REFS.: M.G.L. 7:22A; 7:22B; 30B

STUDENT ABSENCES AND EXCUSES

Regular and punctual school attendance is essential for success in school. The Committee does recognize, that parent/guardians of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons:

1. Illness or quarantine.
2. Bereavement or serious illness in family.
3. Weather so inclement as to endanger the health of the child.
4. For observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the school administrator.

A student's understanding of the importance of day to day school work is an important factor in the shaping of his/her character. Parents can help their children by refusing to allow them to miss school needlessly.

Accordingly, parent/guardians will provide a written explanation for the absence and tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable.

Absences due to observance of major religious holidays will not be included as absences for the purpose of attendance awards or recognition.

Students shall have five school days to make up or complete any classwork or homework assigned during a major religious holiday.

LEGAL REFS.: M.G.L. 76:1; 76:16; 76:20

ATTENDANCE POLICIES AND PROCEDURES

One of the major aims of Arlington High School is to teach students to be responsible. We try to achieve this aim through many phases of our programs. Requiring students to be regular in attendance and to be punctual in reporting to classes are ways of developing responsibility and good habits. Attendance is and should be the responsibility of the students and the parent/guardians. Too much costly teacher and administrative time is spent on attendance related matters -- time that could be better served to improve the educational experience for those who really want it.

Attendance in educational settings is an important component of learning for youth. Good attendance benefits youth academically as well as socially. Group learning situations assist students to communicate, to work together, to gain perspectives, and to accept responsibility -- all important components of adulthood. Also, good attendance at work is expected and rewarded in the adult world.

A firm, fair, reasonable, and well-understood attendance policy is a must. Every student and parent/guardian should know exactly what the philosophy of Arlington High School is as it relates to attendance and what is required for earning credit for a course of study. The learning experience that takes place in the classroom environment is considered to be a meaningful and essential part of the educational structure. Time lost from class in terms of opportunity for interaction and exchange of ideas between teacher and student is cause for concern. Classroom attendance is considered to be an integral part of the student's course of study, and hence, an integral part of the teacher's evaluation of the student's grade for the course.

The following policy is in effect:

1. Students are expected to be present at Arlington High School on all days that school is in session. Massachusetts General Laws Chapter 76, Section 1 states: "Every child between maximum and minimum ages...attend school during the number of days required by the Board of Education. The Superintendent may excuse cases of necessary absences." Section 2 of the same Chapter stipulates "Every person in control of a child...shall cause him/her to attend as...required." These laws refer to the compulsory school attendance ages but clearly the intent of the law is to develop in all students the practice of regular school attendance.
2. Policy of Arlington Public Schools does not enumerate specific exceptions to the school attendance law. It is the feeling of the Arlington High School faculty and administration that, illness (verified by a physician if appropriate), family emergencies (crisis, unforeseen happening), and religious observations would qualify as acceptable reasons for absence. Family vacations in most cases would not.

3. Within the framework of points 1 and 2 above, students are expected to attend school on all days school is in session, and attend all classes on those days.

1 of 3

File: JH-E

4. Nothing in this policy should be interpreted to mean that students are "allowed" or "entitled" to miss school/class. Maximums are exactly that: maximum allowable absences in a given student's circumstances. Perfect attendance for all students, as unattainable as that goal may be in a practical sense, should be the goal for all students individually.
5. Classroom teachers/homeroom teachers are responsible for ascertaining a child's presence in school, recording each student's attendance on a daily basis and maintaining records of attendance should disputes as to a student's attendance arise.
6. A student absent more than 16% (one out of every six) of the classes in a marking period for any reason will receive a failing grade for that marking period. In the world of work, attendance that bad would result in most employees being fired. Seniors during fourth quarter will be limited to the same rate of absences, but which, of course, will be a smaller number.
7. A student who exceeds the limit will be withdrawn/failed from that course and assigned to a directed study for the remainder of the year, regardless of their class standing.
8. Extended absences for reason of illness or serious family problems may be excused by the House Deans if the proper documentation is established by the student as soon as the issue surfaces.
9. It is the responsibility of the student (and parent/guardians) to see that the proper documentation for all absences is provided to the House Dean in a timely fashion. Lacking such documentation, the classroom teacher will activate section(s) six (6), seven (7) of this policy either or both, whichever applies. There will be no long term retroactivity on previous absences.
10. Students may be excused from strict adherence of the "no more than 16%" per term rule as described in #6 for some special school-sponsored programs approved by the Principal. However, the intention of the grading/attendance policy is to limit the number of classes missed in a subject and it is the responsibility of the student to see that the combination of different circumstances (illness, cuts, approved school absences) does not

exceed seven. Generally, student absences will be approved if the school requires the students' presence elsewhere.

11. Because some students will be ill for extended periods or have special problems that would involve extenuating circumstances, a Review Board will be established to consider appeals. Students (and parent/guardians) may appeal to the Attendance Review Board if they are not satisfied with the House Dean's decision. A further appeal to the Principal or his/her designee can be made if the student (or parent/guardian) is not satisfied with the Review Board's decision. The Principal's decision will be final. The Review Board will consist of two teachers, two students, and an administrator. The teachers and students will be chosen from groups of each respectively who volunteer to serve in that capacity.

On a peripheral but related issue: The last five days of each marking period should be free of all field trip, assembly, or special program activities. Quarterly exams and review for them should take precedence over all activity during that period.

Arrival

Students must be in their homerooms by 8:00 AM. Students arriving after 8:00 must report to the House Dean, make out a TARDY SLIP and proceed to homeroom or class according to time of arrival.

STUDENT ABSENCES FOR OBSERVANCE OF MAJOR RELIGIOUS HOLIDAYS

A. General Provisions Relating to Religious Observances

For any and all days of religious observance, the following shall apply:

1. Students absences for this reason shall be excused and shall be disregarded for the purposes of determining perfect attendance.
2. Ample and flexible accommodations shall be made to assist students in making up class work. They should be given sufficient time to do so with the expectation that they will be neither studying on those days.

It is also expected that these and other religious observances will be taken into consideration in a sensitive matter when scheduling ancillary activities such as school photographs, after school and evening programs, etc.

B. Provisions Relating to Specified Religious Observances

On days of major religious observance where school is in session and it is expected that significant numbers of students will be absent the following shall apply:

1. For students, there shall be no tests, quizzes or other such examinations scheduled and no projects and other such assignments due. Where appropriate to the holiday observance, this shall apply to the following day as well.

The religious observances to which these provisions apply are as follows:

- Rosh Hashanah*
- Yom Kippur*

(* Note that these observances begin the preceding evening.)

Other similar days of religious observances may be added to this list as they are identified.

The dates of these observances shall be duly noted as an integral part of the school calendar, and reminders shall be issued to staff sufficiently in advance of these dates that the intent of the policy can be carried out.

The Superintendent shall take note of religious observances when significant numbers of students are absent and shall periodically review the above list of religious observances and report to the Committee together with any recommended changes to the list.

Adopted: July 2006

STUDENT CONDUCT

Good citizenship in schools is based on respect and consideration for the rights of others.

Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Any of the following actions may subject a student to expulsion by the Principal under the terms of M.G.L. 71:37H:

1. Any student found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon or a controlled substance.
2. Any student who assaults a Principal, assistant Principal, teacher, teacher's aide or other educational staff member on school premises or at school-sponsored or school-related event including athletic games.

Any of the following actions will subject a student to suspension, expulsion, subject to School Committee action, or other disciplinary measures:

1. Intentionally causing or attempting to cause damage to school property; or stealing or attempting to steal school property.
2. Intentionally causing or attempting to cause damage to private property; stealing or attempting to steal private property.
3. Intentionally causing or attempting to cause physical injury to another person except in self-defense.
4. Using or copying the academic work of another and presenting it as his/her own without proper attribution.
5. Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators.

The above prohibited actions will be printed in a handbook or other publication and made available to students and parent/guardians.

School building administrators will not suspend a student, or recommend a student for suspension or expulsion, unless the student has engaged in one of the prohibited actions mentioned above while on school property or taking part in a school activity off school grounds.

LEGAL REF: M.G.L. 71:37H

CROSS REF: JK, Student Discipline

Revised: Febraury 28, 2006

STUDENT DISCIPLINE

The Massachusetts General Laws require the School Committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the public schools of the District.

The implementation of the general rules of conduct is the responsibility of the Principal and the professional staff of the building. In order to do this, each school staff in the District shall develop specific rules, not inconsistent with the law nor in conflict with District policy. These building rules shall be an extension of the District policies by being more specific as they relate to the individual schools.

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances.

Students violating any of the policies on student conduct and control will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians.

If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment.

LEGAL REFS.: M.G.L. Chapter 71, S. 37H and 37L;
 M.G.L. Chapter 76, S. 16 and 17;
 Chapter 380 of the Acts of 1993 and Chapter 766 Regulations, S. 338.0
 also Mass. Dept. Of Education, Advisory Opinion on Student Discipline,
 January 27, 1994

CROSS REF: JIC, Student Conduct

Revised: February 28, 2006

SAFETY PROGRAM

Accidents are unplanned occurrences that can result in tragic consequences--bodily harm, loss of school time, property damage, legal action, and even fatality. The School Committee will guard against such occurrences by developing policies that support taking every possible precaution to protect the safety of all students, employees, visitors and others present on school property or at school-sponsored events.

The Committee will comply with safety requirements established by governmental authorities and will insist that its staff adhere to recommended safety practices as these pertain, for example, to the school facilities, special areas of instruction, student transportation, school sports and occupational safety.

The practice of safety will be considered a facet of the instructional program of the schools. Instruction will include accident prevention, fire prevention, emergency procedures, good health practices, traffic, bicycle, and pedestrian safety.

The Superintendent will have overall responsibility for the safety program of the school system. It will be the responsibility of the Superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members recognize that preventing accidents is a daily operational responsibility. ~~To ensure a district-wide standard of safety procedures, every member of the faculty and staff will be provided a copy of the School Committee's "Emergency Protocols."~~ To ensure a district-wide standard of safety procedures, every member of the faculty and staff will be provided a copy of the district's Crisis, Communication and Management Plan."

LEGAL REF.: M.G.L. 71:54 – 71:57 and Acts of 1985c 614 Sec I Board of Education 603 CMR 36:00

CROSS REFS.: EEAE, School Bus Safety Program

GBGB, Staff Personal Security and Safety

IHAM, Health Education

~~JLI, Student Safety~~

Revised and Approved by School Committee ~~October 28, 2008~~

Arlington Public Schools

EMERGENCY PLANS

Advanced planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

Building Principals will meet all requirements for conducting fire drills:

1. to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and
2. to give staff practice in carrying out their assigned responsibilities for building evacuation.

CROSS REF.: EBCD, Emergency Closings

EBCE, School Closings and Cancellations

REF.: Arlington Public Schools Emergency Protocols Manual

Revised and Approved by School Committee October 28, 2008

Arlington Public Schools

FIRE DRILLS

To ensure that students and staff realize the importance of preparing for emergency action in case of fire, each employee and student shall be instructed in regard to his conduct during a fire drill. Personnel shall conform to these procedures based on state regulations:

1. The Principal shall formulate a plan for the protection and evacuation of all persons in the event of fire, and shall include alternate means of egress for all persons involved.
2. The Principal shall see that each class instructor or supervisor receives proper instructions in the fire drill procedure for the room or area in which that person carries out his duties, before he/she assumes such duties.
3. ~~Students shall be advised of the fire drill procedure or shall take part in a fire drill within three days after the start of school. Evacuation plans should be posted in each room.~~
3. The district will follow current state regulations on the frequency of fire drills.”

Further, an up-to-date list of children with physical challenges shall be maintained and responsibility for their evacuation should be assigned to specific school personnel by the first day of school.

LEGAL REF.: Massachusetts Department of Safety Regulations,
Chapter 148, Sec. G-L, #16

Revised and Approved by School Committee ~~October 28, 2008~~

Arlington Public Schools

BOMB THREATS

All bomb threats will be taken seriously, recorded on the Bomb Threat Form and immediately reported to 911.

The Principal or designee will instruct those who receive a bomb threat to record the exact statement made by the caller on the Bomb Threat Form. The terminology and expressions and whether male or female are of definite significance, as are any other clues which may be obtained. It is important to know the locale of the bomb, whether it is in the building or outside. Also, on those phones with caller ID, the calling number and name when available should be recorded.

REF.: Arlington Public Schools Emergency Protocols Manual

EMERGENCY CLOSINGS

The Superintendent is empowered to close the district schools or to dismiss them early in the event of hazardous weather or other emergencies, which threaten the health or safety of students and personnel. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour, or to dismiss students early, the administration has the responsibility to see that as much of the administrative, supervisory, and operational activity is continued as may be possible. Therefore if conditions affect only a single school, only that school shall be closed.

In making the decision to close schools, the Superintendent or his designee shall consider many factors, including the following principal ones relating to the fundamental concern for the safety and health of children:

1. Weather conditions, both existing and predicted
2. Driving, traffic, and parking conditions, affecting public and private transportation facilities
3. Actual occurrence or imminent possibility of any emergency condition which would make the operation of schools difficult or dangerous
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent shall weigh these factors and shall take action to close the schools only after consultation with public works and public safety authorities and with school officials from neighboring districts. Students, parents, and staff shall be informed early in each school year of the procedures, which will be used to notify them in case of emergency closing. When schools are closed for emergency reasons, staff members shall comply with School Committee policy in reporting for work.

STAFF PERSONAL SECURITY AND SAFETY

Through its overall safety program and various policies pertaining to school personnel, the Committee will seek to assure the safety of employees during their working hours and assist them in the maintenance of good health.

Prior to employment in the school system, all employees will submit evidence of freedom from tuberculosis, as specified by state law. Prospective candidates who will be taking the written examination for a teaching position must also file with the Superintendent's office a record of having passed a physical examination taken not more than 90 days prior to the date of the written examination. Additional physical examinations will also be required of bus drivers and food handlers as law or state regulations require.

The Superintendent may require an employee to submit to a physical examination by a physician appointed by the school system whenever that employee's health appears to be a hazard to children or others in the school system or when a doctor's certificate is needed to verify need for sick leave.

LEGAL REFS.: M.G.L. 71:54; 71:55B; 71:55C

CROSS REFS.: EB, Environmental and Safety Program
GCBD, Professional Staff Fringe Benefits
GDBD, Support Staff Fringe Benefits

ENTRANCE AGE

The School Committee has the authority, within the limits of the law and State Board of Education regulation, to set the entrance ages for children admitted to kindergarten and grade one. In order to be admitted to kindergarten in the public schools, a child must attain the age of five by August 31 of the year in which he/she will enter. To enter grade one, a child must be six years old by August 31.

CROSS REFS: JEA, Compulsory Attendance Dates
 JF, School Admissions

Revised: **September 27, 2005**

SCHOOL ADMISSIONS

Children meeting the entrance age requirement who have never attended school shall be admitted by the Principals. Children entering the Arlington schools from other schools shall be admitted at whatever time in the year they qualify for and request admission. In general, transfer students will be placed at the grade levels to which they were assigned in their previous schools.

Registration of Kindergarten Children

Advance registration for prospective kindergarten students shall take place in April. Every student seeking admission to school for the first time must present proof of residency, a birth certificate or equivalent proof of age acceptable to the Principal and proof of vaccination and immunizations as required by the state and the School Committee.

LEGAL REFS.: M.G.L. 15:1G, 76:1, 76:5, 76:16

CROSS REFS.: JEC, Entrance Age

Revised: February 6, 2006

SCHOOL COMMITTEE MEETINGS

The meeting is the vehicle through which the School Committee must, as a unit, determine its course and make decisions in the exercise of its authority and responsibility. The Committee recognizes the value of an informed community and encourages attendance at its meetings.

Meetings of the Committee shall be classified as follows:

- organizational
- regular
- special
- adjourned
- emergency
- public hearing

Time and Place

All regular, special, and adjourned meetings and public hearings shall begin at 6:30 p.m. unless otherwise voted by the Committee

Meetings shall take place at the School Committee Room on the 6th floor, Fusco Building, Arlington High School, unless otherwise voted by the School Committee or unless an emergency requires otherwise, in which case the Chairperson and/or the Superintendent shall make appropriate arrangements.

Every meeting of the School Committee will be open to the public unless an executive session is held in accordance with state law.

Adjourned Meetings

An adjourned meeting shall be held only for the purpose of completing the business of a previous meeting's agenda, if the pending items of business cannot be added to the agenda of the next regular meeting. The time for an adjourned meeting shall be determined by a majority vote of the Committee members present at the time of adjournment of the unfinished meeting.

The administrative secretary will attempt to notify any member who was absent when the decision was made regarding the adjourned meeting.

Emergency Meetings

An emergency meeting may be called only under the most extreme conditions, when it is impossible for a Committee decision to be delayed the 48 hours required for a special meeting. Such a meeting may be called only by the Chairperson or Superintendent.

Every possible effort shall be made by the Chairperson and/or secretary to notify every member of the Committee

Any decisions made at an emergency meeting shall be entered into the minutes of the next regular meeting.

LEGAL REFS.: M.G.L. 39:23A, 23B, 23C; 66:17C

CROSS REFS.: BDA, School Committee Organizational Meeting
BD subcodes (all relate to School Committee Meetings)
BEC, Executive Sessions
BEDA, Notification of School Committee Meetings

Revised and approved by School Committee 1/25/2011

AGENDA FORMAT/PREPARATION AND DISSEMINATION

An agenda shall be provided for all regular, special, adjourned and planning meetings.

A tentative agenda for each regular meeting shall be determined by the chairperson in collaboration with the Superintendent. It shall be submitted to the administrative secretary of the Committee for preparation and delivery to the members, notice to the press, and posting on bulletin boards of all schools. The agenda and supporting materials, as gathered by the Superintendent, shall be sent to Committee members on the Monday preceding the School Committee meeting except for emergencies.

In addition, the administrative secretary shall provide the following to the Arlington Public Schools Direct of Technology to be posted on the website and notification of the posting to be distributed through parent lists:

- School Committee agendas, posted with a disclaimer that the agenda is tentative and may be subject to change up until the time of the meeting
- School Committee minutes, motions and appropriate back up material
 - Subcommittee agendas, posted with a disclaimer that the agenda is tentative and may be subject to change up until the time of the meeting
- Subcommittee minutes, motion and appropriate back up material

The following shall be included among the items of business to be considered at each regular meeting:

- Public participation and discussion
- Consent Agenda
- Secretary's report
 - a. Communications
 - b. Approval of minutes (if removed from Consent Agenda)
- Unfinished business
- Superintendent's report
- Report of special committees
- New Business

The committee will follow the order of business established by the agenda except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the committee, or to expedite committee business.

Items of business may be suggested by any School Committee member, staff member, or citizen. The inclusion of such items, however, will be at the discretion of the chairperson of the committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent. Citizens may submit such requests to the school committee chair through the committee's administrative secretary.

Copies of the final agenda shall be available to spectators at all open session meetings for which an agenda is required.

Arlington Public Schools

Supplementary Materials

Unless otherwise provided for in School Committee policy or unless the chair and Superintendent consider that an emergency (as defined by law) exists, all materials and information pertinent to the business of a meeting shall be delivered to the members, the Superintendent and the assistant Superintendents, no later than the tentative agenda, in the case of regular and planning meetings, or the final agenda, in all other cases.

Copies of materials pertinent to open session business shall be compiled by the secretary in one folder for perusal by spectators at each School Committee meeting and shall be given to the press in advance, whenever possible.

Consent Agenda

Items that are considered to be routine shall be placed on the Consent Agenda and shall be enacted by one motion. The Agenda shall have an asterisk (*) next to each item placed on the Consent Agenda. There shall be no separate discussion of items placed on the Consent Agenda unless a member of the School Committee so requests, in which event the item shall be considered in its normal sequence on the agenda. Any one member of the committee may remove an item from the Consent Agenda for discussion. Items that may be placed on the consent Agenda may include but are not limited to the following: a) minutes of previous meetings, b) changes to the policy manual (second reading), c) field trips, d) warrant approvals, and e) other items that deemed to be routine by the Chair.

For the benefit of the public, the chair will read the following paragraph and the list of items included in the Consent Agenda:

"All items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a member of the Committee so requests, in which event the item will be considered in its normal sequence on the agenda. "

CONTRACT REFERENCE:	AEA (Unit A & B)
CROSS REF:	BDDH, Public Participation at School Committee Meetings
Revised and approved:	October 13, 2011

Novus Agenda Agreement for the School Committee

Policy

The School Committee (Committee) have recognized that the development of digital meeting agendas and packets will work best if a policy is adopted to ensure that the workflow and timeline defined in the NovusAgenda Best Practices Guide is followed. Agenda submitters and agenda creators shall abide by the NovusAgenda Best Practices Guide to ensure that agendas and packets are created accurately and on-time without the burden of the last minutes changes that exist in an ad-hoc workflow.

NovusAgenda Best Practices Guide (Guide)

Timeline

The submission of materials, incorporating materials into the agenda, the delivery of materials to the Committee, and the posting of materials to the Town Clerk and on the website are all time sensitive and dependent on one another. Setting hard deadlines for each event will help standardize the workflow, hold the people involved accountable for timeliness, and reduce the strain that occurs due to last minute changes. The following chart outlines the responsible party and timeframe that each event shall occur.

SCHOOL COMMITTEE		
Event	Responsible Party	Timeframe
Agenda material submission begins	Department Heads, Superintendent, School Chair	Can begin at any time before the meeting
Agenda material submission ends	Department Heads, Superintendent, School Chair	10am, 3 workdays prior to the meeting
Agenda finalized	Administrative Staff	4pm, 2 workdays prior to the meeting
Meeting Packet finalized	Administrative Staff	4pm, 2 workdays prior to the meeting
Meeting Packet made available to the members	Administrative Staff	4pm, 2 workdays prior to the meeting
Agenda posted to Clerk and website	Administrative Staff	4pm, 2 workdays prior to the meeting
Meeting Packet made available to the public	Administrative Staff	10am, day of the meeting

Accountability

The Guide is necessary to ensure effective and efficient business practices. Abiding by the Guide will produce the best results. Holding oneself and others accountable to the Guide will ensure harmony within the daily activities and workflow related to meeting materials. Material Submitters are considered anyone who submits an agenda item or agenda item reference materials, including Committee members, Committee Chair, the Superintendent, and Department Heads.

Commitments

Material Submitters for School Committee

- A. Shall submit reference materials for inclusion in the agenda packet early, if possible, but no later than 10am, 3 workdays prior to the meeting. If this deadline cannot be met, the Administrative staff have the right enforce the Guide.
- B. Shall notify Administrative staff, prior to 10am, 3 workdays prior to the meeting if reference materials will not meet that deadline. This will provide clarity to the Administrative staff and if this deadline cannot be met, the Administrative staff have the right enforce the Guide.
- C. Shall agree that agenda items and reference materials that do not meet the deadline of 10am, 3 workdays prior to the meeting will not be included and will be moved to the following meeting.

DRAFT – This is a working document that will change throughout the process – DRAFT

- D. Shall submit reference materials digitally as a Microsoft Office compatible file, a PDF, a common image format, or as an email. Preferably, the reference material shall be delivered through email. The NovusAgenda system will produce ADA Compliant materials as long as the source materials are in their native, vector format.
 - a. For example, a document created in Microsoft Word shall be delivered in Microsoft Word format or converted from Microsoft Word format to PDF format. This process maintains a file's native, vector format which is ADA Compliant. This same file would not maintain its native, vector format and no longer be ADA Compliant if it is printed, then scanned. This process creates an image of the document and images are not ADA Compliant.

School Committee Administrative Staff

- A. Shall accept agenda items and reference materials at any time prior to any deadline for any School Committee meeting. NovusAgenda allows users to create as many future meetings as needed, so adding future materials is acceptable.
- B. Shall prompt a Material Submitter to submit reference materials in digital format as described in D of the previous section, if paper materials were received.
 - a. Receiving paper and scanning materials should be avoided when possible.
- C. Shall enforce the Guide if the Material Submitter cannot meet the reference material submission deadline.
- D. Shall post the agenda by 4pm, 2 workdays prior to the meeting.
 - a. The agenda as described here is typically a one to two page document with just the agenda outline and does not include any related documentation.
- E. Shall make the agenda packet in HTML format, accessible through the NovusAgenda Board View, available to the Committee by 4pm, 2 workdays prior to the meeting.
 - a. It shall be known by all parties that the HTML format agenda packet is dynamic and updates made to the packet by Administrative staff in NovusAgenda can easily be made available to the Committee.
 - b. It shall be known by all parties that the PDF format agenda packet is not dynamic and updates made to the packet by Administrative staff in NovusAgenda cannot easily be made available to the Committee.
 - i. The PDF version of the agenda packet will only be made available to the Committee when the entire packet is finalized. This will account for any materials that are submitted and accepted as being late and will lessen the chance that a Committee member downloaded a PDF version of the packet that is incomplete or outdated.

- F. Shall notify the Committee when the agenda packet is finalized and available in PDF format.
- G. Shall be prepared to print agendas, certain reference materials, or entire agenda packets as requested.

School Committee

- A. Shall request printed agendas, certain reference materials, or entire agenda packets from the Administrative Staff prior to 10am on the day of the meeting.

DRAFT – This is a working document that will change throughout the process – DRAFT

- a. Although printing materials is something we prefer to avoid, certain situations may warrant printing.
- B. Shall accept the agenda packet in HTML format, accessible through in the Novus Agenda Board View, as the sole meeting packet made available to the Committee by 4pm, 2 workdays prior to the meeting.
 - a. It shall be known by all parties that the HTML format agenda packet is dynamic and updates made to the packet by Administrative staff in NovusAgenda can easily be made available to the Committee.
 - b. It shall be known by all parties that the PDF format agenda packet is not dynamic and updates made to the packet by Administrative staff in NovusAgenda cannot easily be made available to the Committee.
 - c. The PDF version of the agenda packet will only be made available to the Committee when the entire packet is finalized. This will account for any materials that are submitted and accepted as being late and will lessen the chance of outdated PDF packets being downloaded and used.



ENTRANCE AGE

The School Committee has the authority, within the limits of the law and State Board of Education regulation, to set the entrance ages for children admitted to kindergarten and grade one. In order to be admitted to kindergarten in the public schools, a child must attain the age of five by August 31 of the year in which he/she will enter. To enter grade one, a child must be six years old by August 31.

CROSS REFS: JEA, Compulsory Attendance Dates
 JF, School Admissions

Revised: September 27, 2005

SCHOOL ADMISSIONS

Children meeting the entrance age requirement who have never attended school shall be admitted by the Principals. Children entering the Arlington schools from other schools shall be admitted at whatever time in the year they qualify for and request admission. In general, transfer students will be placed at the grade levels to which they were assigned in their previous schools.

Registration of Kindergarten Children

Advance registration for prospective kindergarten students shall take place in April. Every student seeking admission to school for the first time must present proof of residency, a birth certificate or equivalent proof of age acceptable to the Principal and proof of vaccination and immunizations as required by the state and the School Committee.

LEGAL REFS.: M.G.L. 15:1G, 76:1, 76:5, 76:16

CROSS REFS.: JEC, Entrance Age

Revised: February 6, 2006

SCHOOL COMMITTEE MEETINGS

The meeting is the vehicle through which the School Committee must, as a unit, determine its course and make decisions in the exercise of its authority and responsibility. The Committee recognizes the value of an informed community and encourages attendance at its meetings.

Meetings of the Committee shall be classified as follows:

- organizational
- regular
- special
- adjourned
- emergency
- public hearing

Time and Place

All regular, special, and adjourned meetings and public hearings shall begin at 6:30 p.m. unless otherwise voted by the Committee

Meetings shall take place at the School Committee Room on the 6th floor, Fusco Building, Arlington High School, unless otherwise voted by the School Committee or unless an emergency requires otherwise, in which case the Chairperson and/or the Superintendent shall make appropriate arrangements.

Every meeting of the School Committee will be open to the public unless an executive session is held in accordance with state law.

Adjourned Meetings

An adjourned meeting shall be held only for the purpose of completing the business of a previous meeting's agenda, if the pending items of business cannot be added to the agenda of the next regular meeting. The time for an adjourned meeting shall be determined by a majority vote of the Committee members present at the time of adjournment of the unfinished meeting.

The administrative secretary will attempt to notify any member who was absent when the decision was made regarding the adjourned meeting.

Emergency Meetings

An emergency meeting may be called only under the most extreme conditions, when it is impossible for a Committee decision to be delayed the 48 hours required for a special meeting. Such a meeting may be called only by the Chairperson or Superintendent.

Every possible effort shall be made by the Chairperson and/or secretary to notify every member of the Committee

Any decisions made at an emergency meeting shall be entered into the minutes of the next regular meeting.

LEGAL REFS.: M.G.L. 39:23A, 23B, 23C; 66:17C

CROSS REFS.: BDA, School Committee Organizational Meeting
BD subcodes (all relate to School Committee Meetings)
BEC, Executive Sessions
BEDA, Notification of School Committee Meetings

Revised and approved by School Committee 1/25/2011

AGENDA FORMAT/PREPARATION AND DISSEMINATION

An agenda shall be provided for all regular, special, adjourned and planning meetings.

A tentative agenda for each regular meeting shall be determined by the chairperson in collaboration with the Superintendent. It shall be submitted to the administrative secretary of the Committee for preparation and delivery to the members, notice to the press, and posting on bulletin boards of all schools. The agenda and supporting materials, as gathered by the Superintendent, shall be sent to Committee members on the Monday preceding the School Committee meeting except for emergencies.

In addition, the administrative secretary shall provide the following to the Arlington Public Schools Direct of Technology to be posted on the website and notification of the posting to be distributed through parent lists:

- School Committee agendas, posted with a disclaimer that the agenda is tentative and may be subject to change up until the time of the meeting
- School Committee minutes, motions and appropriate back up material
 - Subcommittee agendas, posted with a disclaimer that the agenda is tentative and may be subject to change up until the time of the meeting
- Subcommittee minutes, motion and appropriate back up material

The following shall be included among the items of business to be considered at each regular meeting:

- Public participation and discussion
- Consent Agenda
- Secretary's report
 - a. Communications
 - b. Approval of minutes (if removed from Consent Agenda)
- Unfinished business
- Superintendent's report
- Report of special committees
- New Business

The committee will follow the order of business established by the agenda except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the committee, or to expedite committee business.

Items of business may be suggested by any School Committee member, staff member, or citizen. The inclusion of such items, however, will be at the discretion of the chairperson of the committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent. Citizens may submit such requests to the school committee chair through the committee's administrative secretary.

Copies of the final agenda shall be available to spectators at all open session meetings for which an agenda is required.

Arlington Public Schools

Supplementary Materials

Unless otherwise provided for in School Committee policy or unless the chair and Superintendent consider that an emergency (as defined by law) exists, all materials and information pertinent to the business of a meeting shall be delivered to the members, the Superintendent and the assistant Superintendents, no later than the tentative agenda, in the case of regular and planning meetings, or the final agenda, in all other cases.

Copies of materials pertinent to open session business shall be compiled by the secretary in one folder for perusal by spectators at each School Committee meeting and shall be given to the press in advance, whenever possible.

Consent Agenda

Items that are considered to be routine shall be placed on the Consent Agenda and shall be enacted by one motion. The Agenda shall have an asterisk (*) next to each item placed on the Consent Agenda. There shall be no separate discussion of items placed on the Consent Agenda unless a member of the School Committee so requests, in which event the item shall be considered in its normal sequence on the agenda. Any one member of the committee may remove an item from the Consent Agenda for discussion. Items that may be placed on the consent Agenda may include but are not limited to the following: a) minutes of previous meetings, b) changes to the policy manual (second reading), c) field trips, d) warrant approvals, and e) other items that deemed to be routine by the Chair.

For the benefit of the public, the chair will read the following paragraph and the list of items included in the Consent Agenda:

"All items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a member of the Committee so requests, in which event the item will be considered in its normal sequence on the agenda. "

CONTRACT REFERENCE:	AEA (Unit A & B)
CROSS REF:	BDDH, Public Participation at School Committee Meetings
Revised and approved:	October 13, 2011



Town of Arlington, Massachusetts

Adjournment

Summary:

Judson Pierce, Chair of the Policies & Procedures Subcommittee